

**Request for Approval under the Generic Clearance for the “Conference, Meeting, Workshop, and Poster Session Registration Generic Clearance (OD)” (OMB#: 0925-0740, Expiration Date: 07/31/2022)**

---

**TITLE OF INFORMATION COLLECTION:** DCEG Fellows Training Symposium 2021 (NCI)

**PURPOSE:** To solicit registration information from the current fellows in the Division of Cancer Epidemiology and Genetics (DCEG) Fellowship program at the National Cancer Institute (NCI) for the 13<sup>th</sup> Annual DCEG Fellows Training Symposium. This Symposium will be a one day virtual event comprising of four keynote speakers and a closing panel discussion. This registration collects minimal information regarding fellow demographics and personal queries for symposium speakers during the panel discussion. Data collection is voluntary, statistical rigor is not required, the registration is of low burden, and public dissemination of the results is not intended. The results of the registration will be provided to the DCEG Office of Education to account for expected symposium attendance and potential panel discussion topics based on fellows’ queries.

**DESCRIPTION OF RESPONDENTS:** All current DCEG training fellows including, cancer prevention fellows, research fellows, visiting fellows, and CRTA fellows.

**TYPE OF COLLECTION:** (Check all that apply)

Abstract

Application

Registration Form

Other: \_\_\_\_\_

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.

Name: Diane Wigfield

**To assist review, please provide answers to the following question:** If you are collecting name and email, then check yes for PII.

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected?  Yes  No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974?  Yes  No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

Amount: \_\_\_\_\_

Explanation for incentive: (include number of visits, etc)

**ESTIMATED BURDEN HOURS and COSTS**

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Individuals	150	1	10/60	25
<b>Totals</b>		<b>150</b>		<b>25</b>

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Individuals	25	\$46.95	\$1,173.75
<b>Total</b>			<b>\$1,173.75</b>

\*Source of the mean Hourly Wage Rate is provided by the Bureau of Labor Statistics, Occupation title "Medical Scientists" 19-1040, [https://www.bls.gov/oes/2019/May/oes\\_nat.htm#00-0000](https://www.bls.gov/oes/2019/May/oes_nat.htm#00-0000).

**FEDERAL COST:** The estimated annual cost to the Federal government is \$1,446.53.

Staff	Grade/Step	Salary**	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Program Coordinator	11/5	\$82,453	1%		\$824.53
<b>Contractor Cost</b>					\$622.00
Travel					\$0
Other Cost					\$0
<b>Total</b>					<b>\$1,446.53</b>

\*\*The salary in the table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/21Tables/html/DCB.aspx>

## The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  
 Yes       No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

We will be sending out the electronic registration to all fellows on the NCI DCEG Fellows Listserv. This listserv (approximately n=150) includes current DCEG fellows of multiple professional designations (e.g. post-baccalaureate, postdoctoral, and masters level) and multiple hiring mechanisms (e.g. CRTA, Visiting Fellows, etc.). The registration will be sent to all listserv members

## Administration of the Instrument

How will you collect the information? (Check all that apply)

- Web-based or other forms of Social Media  
 Telephone  
 In-person  
 Mail  
 Survey Form  
 Chart Abstraction  
 Other, Explain

Will interviewers, facilitators, or research coordinators be used?  Yes  No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**